

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik; Duchac; Frohling; and Schmidt.

MEMBER EXCUSED: Greshay

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, July 7, 2015 at 9:00 A.M., in meeting room 1H & I located on the first floor of the Administration Building.

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, HR Analyst; Jim Mielke, County Administrator; Angi Zilliox, HR Specialist; P.J. Schoebel, Medical Examiner; Jane Hooper, Clearview Administrator; Karen Gibson, County Clerk; Mark Bethke, Land Conservationist; Patti Hilker, Treasurer; Julie Kolp, Finance Director; Russell Freber, Director of Physical Facilities; Ruth Otto, Director of IT; Janet Wimmer, Director of Human Services and Health; Matt Bublitz, Correctional Officer.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present, except Greshay who was excused.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Schmidt to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

Marsik asked if anyone present had any public comments. Bublitz asked that the Committee give consideration to giving a wage increase to those employees who are red circled. He indicated that the cost of living is going up and these employees have not gotten a wage increase since 2012.

Motion by Duchac approve the minutes of the June 16, 2015 regular meeting of the Human Resources and Labor Negotiations Committee as presented. Second by Frohling. Motion carried.

Kolp addressed the Committee regarding changes to the County's Ethics Policy. Kolp explained that Baker Tilly, the full-service accounting and advisory firm that Dodge County engaged for implementation of the US Office of Management and Budget's (OMB) Uniform Grant Guidance, has recommended that we amend our Ethics Policy to address a requirement relating to federal grant awards. Specifically, in December 2013, the US Office of Management and Budget (OMB) issued comprehensive grant reform rules titled "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." Among those rules is a requirement that any violations of law, fraud or bribery in any federally funded grant program must be reported to the federal grantor agency or pass through entity. In response to Baker Tilly's recommendation, Rains and Kolp drafted the necessary changes to the policy. Rains indicated the change in this policy will be sent out to the Department Heads to share with their employees and will also be posted on the HR Department's website.

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Motion by Schmidt to approve the changes as presented. Second by Duchac. Motion carried.

Eske explained that a number of Job Description Questionnaires (JDQ's) had been sent to Carlson Dettmann for their recommendation regarding placement within the labor grade schedule. She explained each as follows:

Eske explained that Bethke, soon to be retired Veterans Service Officer Mark Grams and newly hired Veterans Service Officer Andrew Miller discussed the feasibility of a combined shared position between the two departments. Eske explained that a JDQ was completed and the recommendation from Carlson Dettmann was to place this in grade 3 as an Administrative Secretary III. She further explained that a resolution to create this position will be going to the County Board at the August meeting.

Motion by Frohling to approve the recommendation as presented. Second by Duchac. Motion carried.

Eske next explained that job duties have been added to the Administrative Services Coordinator position in the Human Services and Health Department and that a new JDQ was completed to determine if the additional duties would result in a recommendation that this position be reclassified into a different pay grade. She explained that the recommendation from Carlson Dettmann is to move this position from grade 7 to grade 8.

Motion by Duchac to approve the recommendation as presented. Second by Frohling. Motion carried.

Eske explained that a JDQ was completed for an Assistant Administrator at Clearview. Hooper explained that she is looking to include this as a new position in the 2016 budget. She explained the need to add this position to the management staff. She answered questions from Committee members regarding the duties of this position. Eske explained that Carlson Dettmann's recommendation is to place this position in grade 14.

Motion by Duchac to approve the recommendation as presented. Second by Frohling. Motion carried.

Eske next explained that a JDQ was completed for an Electronics Technician. Otto explained that she is looking to include this as a new position in the 2016 budget. Otto explained that this position would be beneficial to assist with installing, troubleshooting and repairing the security electronics in the Jail and other electronic devices throughout the County. She explained that the Department is currently contracting these services out at a much higher cost. Eske explained that Carlson Dettmann's recommendation is to place this position in grade 9 of the labor grade schedule.

Motion by Duchac to approve the recommendation as presented. Second by Schmidt. Motion carried.

Eske next explained that last year at this time a JDQ was completed for a new position of Chief Deputy Medical Examiner. She stated that it was determined to not move forward with creating that position in the 2015 budget. She stated that the Medical Examiner is looking to include this

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position in the 2016 budget. Schoebel explained the need for adding this position to his staff. He answered questions from Committee members. Eske explained that Schoebel updated the JDQ and Carlson Dettmann's recommendation is place this position in grade 6 of the labor grade structure, and Carlson Dettmann also recommended that this position be classified as a non-exempt position.

Motion by Schmidt to approve the recommendation as present. Second by Frohling. Motion carried.

Rains next projected a worksheet, which showed the cost of a 9% increase in the health insurance premiums. Rains reminded the Committee that a 9% to 9½% increase is the projected health insurance increase that the Hayes Companies is telling their clients to plan for. Rains explained that the total estimated cost of a 9% increase in health insurance premiums will be approximately \$11 million. Rains then went on to explain the 2016 Affordable Care Act (ACA) requirements referred to as the "Play or Pay" penalty. Rains explained the current policy at Clearview in which newly hired employees have a six (6) month waiting period before the County's portion of the premium is paid. During this six (6) month period employees can waive the insurance until such time as the employer paid premiums start to be paid or they can chose to pay the entire premium during these six (6) months. Rains explained that according to the ACA regulations the employee paid portion of the health insurance is not considered affordable if it exceeds 9.5% of their annual wages. If the premium exceeds the 9.5% the County could face a penalty. Rains stated that he has had an initial discussion with Hooper regarding this. Rains projected a spreadsheet, which showed his initial calculations that the County would potentially be in violation of the pay or play rule if they continued the current policy. He stated that he has developed an initial calculation, which would change the current policy. He explained that newly hired employees would pay 25% of the single lowest cost premium for the first six (6) months, while the County would pay 75%. Rains stated that this change in policy could increase the budget in 2016 by approximately \$86,462. He stated that he would like to contact The Hayes Companies to review his spreadsheet to ensure they agree with his calculation. Discussion followed. It was the consensus of the Committee that Rains should move forward. Rains then went on to discuss the dental insurance premiums. He stated that he met with Kolp and took a look at the current budget figures. He stated that at this time it is his recommendation to not increase the dental insurance premiums for 2016. He stated that the fund is doing good and therefore there is no need for an increase at this time.

Motion by Frohling to approve a 9% increase to the health insurance premiums for budget purposes only and by doing so the Committee is not committing to an established employer contribution amount or rate for 2016. Second by Duchac. Motion carried.

Motion by Duchac to make no increases to the dental insurance premiums for budget purposes only. Second by Schmidt. Motion carried.

Rains next opened the discussion regarding the compensation plan. Rains stated that Kolp compiled budget and actual numbers from 2013, 2014 and 2015. Kolp projected a spreadsheet and explained it to the Committee. She went through each fund and answered questions from Committee members. In summary, she explained that her calculation of the cost of the step increases related to the pay for performance plan, is an average of 2.82% increase in wages across the County. Discussion was held regarding the need to continue the County's commitment to the pay for performance plan and continue step increases.

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Motion by Frohling to continue the pay for performance plan which includes step increases and make no increase to the compensation plan wage matrix for 2016. Second by Duchac. Motion carried.

Mielke explained that a resolution will be going to the County Board, which will create a policy to change the current budgeting appropriation control from the business unit level to the department level. Discussion was held. Mielke explained that this discussion is for informational purposes only.

Hooper explained a change to the Flexi positions at Clearview. Hooper explained the Flexi positions are positions with no set hours or schedule per week. These positions are fill in for open shifts and are utilized heavily through the summer to cover vacations. She stated that these positions are currently not eligible for night/NOC shift differential, weekend differential and holiday overtime. She indicated she would like to offer the flexi positions these differentials and holiday overtime in order to give them a greater incentive to pick up these shifts. Next Hooper explained that she and her staff have been looking at different scheduling options to offer employees to encourage employees to pick up open shifts, prevent call-ins, etc. She stated that other facilities within the State have been implementing 12 hour shifts. She stated that these employees work 3 days or 36 hours per week and receive full-time benefits. She indicated that she would like to implement this at Clearview on a trial basis and limit this to two (2) employees initially. Hooper answered questions from the Committee. Rains indicated that Committee action is not needed to implement this scheduling change and that this discussion was for informational purposes only. However, the Committee would need to act on the policy change to allow Flexi position to get the differentials and holiday overtime.

Motion by Frohling to approve the change in the policy to allow the Flexi positions to get the night/NOC differentials, weekend differential and holiday overtime. Second by Duchac. Motion carried.

Eske gave the Committee an update on the Kronos Project and answered questions from the Committee members.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

- (One) 1 Assistant Corporation Counsel – F.T., Corporation Counsel
- (Two) 2 Corrections Officer – F.T., Sheriff's Department
- (One) 1 Social Worker – Juvenile Court Dispositional – F.T., Human Services & Health
- (One) 1 Patrol Sergeant – F.T., Sheriff's Department
- (One) 1 Human Services Supervisor – F.T., Human Services & Health
- (Two or Three) 2 or 3 Temporary Clerical – L.T.E., Treasurer

Motion by Duchac to approve the Personnel Requisitions as presented. Second by Schmidt. Motion carried.

Leave of Absence: None.

The Committee reviewed the Salary, Wage, and Status changes as presented.

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NEW HIRE – UNION: Michael Workman, Traffic Patrol Officer, Sheriff's Department, \$27.22, Pay Grade SSU04, Step 3M18, 6/29/15. **RE-HIRE – UNION:** William Pansier, Traffic Patrol Officer, Sheriff's Department, \$26.84, Pay Grade SSU04, Step 2M06, 6/22/15. **STEP INCREASE – UNION:** Sharon Bauch, Traffic Patrol Officer, Sheriff's Department, \$27.60, Pay Grade SSU04, Step 4M30, 6/3/15; Charles Borchardt, Traffic Patrol Officer, Sheriff's Department, \$27.92, Pay Grade SSU04, Step 4M30, 7/2/15; Jaime Buelter, Traffic Patrol Officer, Sheriff's Department, \$28.43, Pay Grade SSU04, Step 5M42, 6/15/15; Kelsey Knaup, Traffic Patrol Officer, Sheriff's Department, \$27.11, Pay Grade SSU04, Step 2M06, 7/20/15; Carmen Micale, Jr., Sergeant, Sheriff's Department, \$31.60 Pay Grade SSU08, Step 6M54, 8/6/15; Dustin Waas, Traffic Patrol Officer, Sheriff's Department, \$27.11, Pay Grade SSU04, Step 2M06, 8/9/15. **NEW HIRE:** Stephanie Brandsma, Imaging Intern, Register in Probate, \$8.25, Pay Grade, MSC01, ST01, 6/24/15; Mitchell Johnson, Utility II/Truck Driver East, Highway, \$17.14, Pay Grade DC04, ST02, 7/6/15; Christine Zimmermann, Counselor I – AODA TAP, Human Services & Health, \$18.59, Pay Grade DC05, ST01, 7/7/15; Tyler Loomans, Utility II/Truck Driver East, Highway, \$17.14, Pay Grade DC04, ST02, 7/13/15. **STEP INCREASE:** Terry Ochs, Senior Land Use/Sanitation Specialist, Land Resources & Parks, \$29.93, Pay Grade DC08, Step S09B, 8/7/15; Amy Nehls, Emergency Management Director, Emergency Management, \$31.00, Pay Grade DC11, Step ST02, 1/25/15; Patricia Jacob, Transportation Clerk, Human Services & Health, \$17.26, Pay Grade DC03, Step S07B, 8/17/15; Susan Mueller, IT Trainer/Social Media Coordinator, Information Technology, \$28.54, Pay Grade DC08, Step S07B, 9/1/15; Brad Anderson, County Patrol – East, Highway, \$21.90, Pay Grade DC04, Step S12B, 7/30/15; Sandra Grosenick, Chief Deputy Register of Deeds, Register of Deeds, \$19.65, Pay Grade DC05, Step ST03, 7/6/15; Dean Perlick, Manager Planning/Economic Development, Land Resources & Parks, \$37.45, Pay Grade DC11, Step S10A, 6/25/15; Dale Marks, Communications Technician, Sheriff's Department, \$24.91, Pay Grade DC06, Step S09A, 7/1/15; Robert Bird, Conservation Agronomist, Land Conservation, \$27.54, Pay Grade DC06, Step S13B, 8/21/15; Mark Bunkoske, Counselor III – Community Support Program, Human Services & Health, \$27.56, Pay Grade DC07, Step S09B, 8/12/15; Kelly Enright, Deputy Clerk of Courts, Clerk of Courts, \$18.56, Pay Grade DC04, Step ST05, 8/23/15; Dustin Becker, Utility II Truck Driver – East, Highway, \$21.66, DC04, Step S12A, 8/25/15.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

HR Director's Report:

- a) **Disciplinary Actions:** Rains informed the Committee that charges were filed with the Law Enforcement Committee requesting a demotion for an employee of the Sheriff's Department and a hearing was scheduled to be held on June 29, 2015, however, the employee gave his notice of retirement prior to the hearing date and therefore it was cancelled.
- b) **Grievances and Arbitrations:** None.


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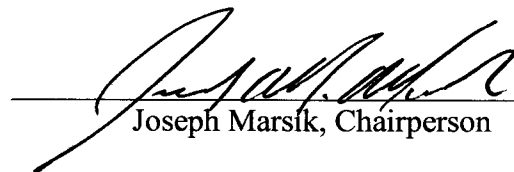
Future Agenda Items: Discussion and consideration regarding the ACA rules and changes to the Clearview policy regarding health insurance premiums. Marsik indicated that a discussion was held at the Executive Committee meeting to have the County Administrator position placed onto the labor grade structure. Rains indicated that his department will start the process of completing the JDQ and having it reviewed by Carlson Dettmann. Discussion took place regarding the HR Director recruitment.

Future Meeting Dates and Times:

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on Tuesday, July 21, and August 4, 2015 at 9:00 a.m., both of which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 11:03 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.